

**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Director of Training ~~CONFIDENTIAL~~  
 FROM : Chief, Intelligence Training Division  
 SUBJECT: Weekly Report

DATE: 6 November 1952

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1. The Staff of the Intelligence School has been making preparations for the next course, which opens 10 November. [ ] responsibilities have been distributed to other Staff members. Some of the written materials included in the trainees' notebooks have been revised.

2. I have discussed with members of the Psychological Staff the testing program for trainees and the use of the School's reports about individuals to help validate the tests administered. 25X1

3. The remodeling work in Alcott Hall is under way. The work in Wing D is scheduled to be completed by 14 November. 25X1

4. The Reading Improvement Branch currently has [ ] students each day. [ ] interviews were held this week with students completing the course 31 October. 25X1

5. The first Retention Program is scheduled for the first week in December. [ ] has divided this backlog of over [ ] students into four parts: P.T., Agency, Covert, and UTGA. This will be a continuous program available to employees six weeks, six months and a year after training.

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